

**4<sup>th</sup> Annual Nondestructive Test Working Group**  
**Naval Surface Warfare Center Carderock Division (NSWCCD)**  
**West Bethesda, Maryland**  
**4-6 May 2004**

To all,

In order to expedite the process for your entry into the Carderock facility for the 4<sup>th</sup> Annual Nondestructive Test Working Group, I will need each attendee to supply the following information to me. This information will be used in order to issue you a visitor's badge and parking permit.

- Name
- Affiliation
- SSN
- Citizenship
- Will you require a parking pass? **Yes or No**

If at all possible, please consider carpooling with colleagues to cut down on the number of parking spaces the NDT Group will require. **(Do not park in reserved [numbered] or otherwise restricted parking spots).**

Furthermore, if you plan to bring a laptop or other portable equipment, I will need you to provide information on this as well. **Note that cameras, cell phone cameras, and other recording devices are prohibited!**

- Type of equipment
- Manufacturer
- Model

Please send the requested information to me by **COB Monday, 26 April 2004** so that I can provide the information to security prior to your arrival. Please don't hesitate to call if you have any questions or concerns. See you in two weeks!

Regards,

*Kirsten*

Kirsten G. Lipetzky  
*NDT Working Group Host*

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